

CCT health measures based on CDC guidance for employers

- **Stay Home when Sick:**
 - **Sick employees should stay home:**
 - If you have symptoms of acute respiratory illness (**fever, cough, shortness of breath**) you are required to stay home and not come to work until you are free of fever and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
 - Notify your supervisor and HR each day and stay home.
 - **What to do if you become sick at work :**
 - If you develop or appear to have acute respiratory illness symptoms (i.e. fever, cough, shortness of breath) upon arrival to work or become sick during the work day notify your supervisor or HR immediately so that arrangements can be made for you to go home. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- **Cough and Sneeze Etiquette:**
 - To help stop the spread of germs, always cover your mouth and nose with a tissue when you cough or sneeze.
 - Put your used tissue in a waste basket.
 - If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
 - Remember to wash your hands after coughing or sneezing.
 - Wash with soap and water, or if soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands. Not washing your hands may cause the accidental contamination of touched objects.
- **Hand washing Etiquette:**
 - Wash your hands often to help stop the spread of germs.
 - Follow these five steps every time.
 - **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 - **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 - **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
 - **Rinse** your hands well under clean, running water.
 - **Dry** your hands using a clean towel or air dry them.
 - If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands.
- **What to do if a member of your household or someone you've come in close contact with is diagnosed with a confirmed case of the Coronavirus.**
 - Close contact is defined as
 - a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; such as caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case
 - b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

- Employees who are well but who have a sick family member at home with the Coronavirus or if you've come in close contact with someone sick with the Coronavirus should not report to work. Notify both your supervisor and HR immediately for additional guidance.
- **What to do if you are preparing to return to work after air travel (domestic and international).**
 - You may not report to work without first speaking with both your supervisor and HR to be briefed on the current return to work protocol.